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**Position:**  
**Director, Care Coordination and Wellness Education**

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***Job Summary:***

Under the supervision of the Clinical Director, the Director of Care Coordination and Wellness Education is responsible for the development and coordination of staff training and continuing education opportunities and client wellness activities and education. Links learning and development with the execution of strategic priorities and include training and development that will support CFC's strategic direction. Works collaboratively with CFC staff, clients, and partner organizations towards collective whole health services and care coordination goals. The target population for services is individuals with severe and persistent mental illness; many of whom also experience lack of basic needs such as food, housing, and other resources.

***Job Duties & Responsibilities:***

- Serves as a resource to staff on all training and continuing education and client wellness activities and education and develops and coordinates programming in response to the needs of management; staff; clients; and of specific sites.
- Establish and maintain relationships with community service providers. Serve as a resource to staff on how to coordinate client access to services.
- Travels between CFC sites. May also participate in regional and national meetings and conferences as necessary.
- Supervision of Peer Support staff and interns, including giving ongoing feedback and formal performance evaluations.

**Staff Education**

- Participate in PBHCI grant program webinars, conference calls, and meetings and disseminate information to staff, clients, and partners
- Coordinates staff meeting schedules, topics, and speakers for the purposes of continuing education and ongoing case conferencing. Suggests other practices to this end.
- Provide the opportunity for staff to fulfill continuing education requirements
- Completes bi-annual continuing education renewal process with the State board.
- Creation of informational tools and resources for all staff on mental health, physical health, and integrated health services.
- Enhance the knowledge, skills, and abilities of staff.
- Enable staff to capably assume their responsibilities.

**Client Wellness**

- Development and coordination of all wellness programming (on-site and off-site), including promotion of activities, tracking attendance, evaluations, and topics. Delivery of wellness education programs.
- Development and maintenance of client health and wellness educational materials, print flyers, give-aways, etc.
- Creation and oversight of consumer advisory group and other opportunities for consumer involvement. Coordination with and supervision of peer support specialist(s)

**Other**

- Participates in site-based staff meetings and interdisciplinary project teams, as assigned.
- Performs other related duties as assigned.

***Job Qualifications:***

Must have a master's degree in a social science field; advanced education and training in organizational development preferred.

- A minimum of 3-5 years experience working in healthcare environment.
- Skill in motivating and engaging others and providing educational presentations required.
- Training and staff management experience required. Experience in the design and production of educational materials required.
- Knowledge of mental health services required. Integrated health services knowledge and primary care strongly preferred.
- Excellent oral and written communication skills.
- Computer proficiency required.
- Must be able to plan, organize, and prioritize multiple activities and maintain positive relations with a wide variety of people and work collaboratively with all stakeholders. Flexibility is a critical skill.
- Must have an awareness of and sensitivity to the cultural diversity of the population served.